

Starport Memorial Tree Ceremony Policy

Typically, the ceremony may be scheduled once the memorial marker is placed at the tree and you have been contacted by Starport.

To schedule your ceremony contact Ashley Idema at ashley.c.idema@nasa.gov

Ceremonies must adhere to all current JSC/WSTF COVID-19 guidelines and requirements.

Of note are the following items (which are subject to change as the situation evolves):

- *Capacity limits for all indoor and outdoor areas*
- *All individuals must wear a mask **and** practice physical distancing – only exception for brief periods of eating or drinking*
- *In accordance with CDC guidelines, individuals shall practice spatial distancing and remain 6 feet apart*

Memorial tree ceremonies must be scheduled at least two weeks in advance. The following information needs to be provided when scheduling.

- ***For Whom:***
- ***When:***
- ***Times:***
- ***No. of Attendees:***
- ***Snacks or food served (if yes, provide details on safety measures):***
- ***Beer or wine served:***
- ***COVID Safety protocol measures:***

The Blue Bonnet pavilion (50 maximum number of guests) is available free of charge for 2 hours in conjunction with a memorial tree ceremony. Gilruth Center conference rooms are available at ½ price for memorial ceremonies.

Due to budget cuts and reduced staffing, Starport is unable to provide support services (e.g., tents, chairs, tables, PA system, stage, mulch, or shovels, etc.) for site ceremonies.